

MINUTES
VILLAGE OF LAKE PARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION
7 PM

December 10, 2019

ATTENDING: Mayor David Cleveland
Mayor Pro Tem Pam Jack
Council Members: Bruce Barton, James Record, Jeremy Russell and Joe Scaldara
Village Administrator: Cheri Clark
Finance Officer: Cheryl Bennett
Attorney: Ken Swain

CALL TO ORDER: Mayor David Cleveland called the December 10, 2019 Regular Session Council meeting to order.

INVOCATION: Pam Jack gave the invocation.

PLEDGE OF ALLEGIANCE: Boy Scout Troup 151 presented the colors and led the Pledge of Allegiance.

PUBLIC COMMENT: There were no public comments. Mayor David Cleveland welcomed Troup 151 and shared that the young men are working on their citizenship badge.

APPROVAL OF MINUTES: John Barnes made the motion to approve the November 12, 2019 Regular Session Council Minutes as presented. Fabian Szarko seconded the motion.
Vote – Unanimous.

CHANGES TO THE AGENDA: Pam Jack made the motion to adopt the December 10, 2019 Council Meeting Agenda as presented. James Record seconded the motion. Vote – Unanimous.

OATHS OF OFFICE: Mayor David Cleveland thanked outgoing Councilmen John Barnes and Fabian Szarko for their service to the Village of Lake Park. Cheri Clark administered the Oath of Office to Mayor David Cleveland. Mayor David Cleveland then administered the Oath of Office to Pam Jack, Jeremy Russell, Joe Scaldara and Bruce Barton.

ELECTION OF MAYOR PRO TEM & OATH OF OFFICE: James Record nominated Pam Jack for the Mayor Pro Tem position. Jeremy Russell seconded the motion. Vote – Unanimous. Mayor David Cleveland administered the Oath of Office to Pam Jack.

COUNCIL ASSIGNMENTS: Council member assignments for the next two years are as follows: Mayor David Cleveland - Park and Recreation Chairman and Sheriff Liaison, Mayor Pro Tem Pam Jack - Communications Commission Chairman and Newsletter, Bruce Barton - Streets and Sidewalks, Jeremy Russell - Park and Recreation, James Record - Waste Collection and Joe Scaldara – Clock Tower and Lighting.

SECURITY REPORT: Mayor David Cleveland introduced our new Lake Park Deputy Cristina Funderburke. Deputy Funderburke has been with the Union County Sheriff's Office for 13 years. Deputy Helms shared that Union County has had quite a few vehicles broken into and encouraged residents to lock their cars and keep garage doors closed.

FINANCE OFFICER'S REPORT: Cheryl Bennett shared that through the month of November 73% of the current year tax ad valorem had been collected. The 2018 – 2019 audit has been accepted by the state and each Councilmember received a copy. The audit reflects a \$46,505 decrease in the Fund Balance.

Joe Scaldara made a motion to refund \$1,849.50 for overpayment of three tax parcels. Bruce Barton seconded the motion. Vote – Unanimous.

	Nov 19	Jul - Nov 19	Budget	% of Budget
General Fund				
Income				
Property Taxes				
Ad valorem current year	286,818.09	432,213.12	595,058.00	73%
Utility ad valorem	0.00	0.00	7,215.00	0%
Motor vehicle tax	7,979.40	30,344.86	89,209.00	34%
Ad valorem prior years	0.00	6,438.63	2,000.00	322%
Penalties and interest	114.52	1,644.94	1,800.00	91%
Total Property Taxes	294,912.01	470,641.55	695,282.00	68%
Other Taxes				
Stormwater Fees- current year	29,385.00	45,150.00	62,137.00	73%
Stormwater fees - prior years	0.00	225.88	250.00	90%
Total Other Taxes	29,385.00	45,375.88	62,387.00	73%
State Shared Revenues				
Alcoholic Beverage Tax	0.00	0.00	16,200.00	0%
Sales and use tax	19,321.70	44,437.97	210,000.00	21%
Telecom. Sales Tax	0.00	-58.76	1,700.00	-3%
Elec. Sales Tax	0.00	-1,235.71	102,000.00	-1%
Video Prog. Sales Tax	0.00	-700.02	19,000.00	-4%
Piped Gas Sales Tax	0.00	336.53	7,100.00	5%
Solid Waste Disposal Tax	712.56	1,392.91	3,800.00	37%
Total State Shared Revenues	20,034.26	44,172.92	359,800.00	12%

Parks & Recreation Revenue				
Program Fees-Fishing Licenses	0.00	449.00	1,500.00	30%
Facility Rentals	255.00	2,594.00	3,000.00	86%
Daily swim fees	0.00	10,718.00		
Season pass pool fees	0.00	0	12,000.00	89%
		1,100.00	50,000.00	2%
		14,861.00		
Total Parks & Recreation Revenue	255.00	0	66,500.00	22%
Other revenues				
Zoning Permits	25.00	460.00	1,500.00	31%
Approp. Fund Balance	0.00	0.00	30,986.00	0%
Civil Penalties	10.00	90.00	600.00	15%
Investment revenue	737.95	4,149.47	8,000.00	52%
Miscellaneous	0.00	17,855.00		
		4	17,360.00	103%
		22,554.50		
Total Other revenues	772.95	1	58,446.00	39%
Total Income	345,359.22	597,605.86	1,242,415.00	48%
Expense				
General Government				
Other Expenditures				
Contingency	0.00	0.00	15,000.00	0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	750.00	750.00	100%
Prof. Fees - Engineering	0.00	0.00	18,000.00	0%
Repairs & Maint. Services	0.00	9,643.86	43,537.00	22%
		10,393.86		
Total Stormwater Expense	0.00	6	62,387.00	17%
		10,393.86		
Total Other Expenditures	0.00	6	77,387.00	13%
Planning and Zoning				
Zoning Admin. Services	1,132.66	5,663.30	13,592.00	42%
Code Enforcement Services	0.00	0.00	600.00	0%
Consulting Fees	0.00	206.25	4,000.00	5%
Supplies	0.00	0.00	300.00	0%
Training	100.00	260.00	800.00	33%
Total Planning and Zoning	1,232.66	6,129.55	19,292.00	32%
Gen. Govt. Personal Services				
Adm Assistant	0.00	4,392.38	13,650.00	32%
		29,801.70		
Clerk/Tax Collector	5,960.34	0	71,524.00	42%
Council	0.00	2,561.20	12,806.00	20%
Finance Officer	1,574.75	7,873.75	18,897.00	42%
Mayor	0.00	1,313.25	5,253.00	25%
Payroll Expenses	705.68	3,990.42	10,400.00	38%
		49,932.70		
Total Gen. Govt. Personal Services	8,240.77	0	132,530.00	38%

Professional Fees				
Auditing Services	3,003.00	3,003.00	4,820.00	62%
Legal Services	0.00	3,960.00	18,000.00	22%
Total Professional Fees	3,003.00	6,963.00	22,820.00	31%
Supplies and Materials				
Office	104.00	1,483.76	7,100.00	21%
Total Supplies and Materials	104.00	1,483.76	7,100.00	21%
Services				
Communications/Newsletter	237.40	1,065.36	4,900.00	22%
Advertising	0.00	0.00	400.00	0%
Membership and dues	70.00	5,197.00	5,400.00	96%
Bank charges	95.45	356.55	950.00	38%
Elections	0.00	0.00	3,110.00	0%
Insurance/bonds	0.00	9,339.21	9,931.00	94%
Miscellaneous oper. exp.	24.00	86.83	500.00	17%
Website/flyers	900.00	900.00	1,500.00	60%
Postage	0.00	188.00	800.00	24%
Property Tax	0.00	51.32	400.00	13%
Tax collection	267.35	1,167.30	2,000.00	58%
Telephone	20.20	2,152.62	5,900.00	36%
Training	0.00	43.11	1,000.00	4%
Travel	107.30	416.42	1,200.00	35%
Total Services	1,721.70	20,963.72	37,991.00	55%
Capital Outlay				
Furniture/Office	0.00	0.00	7,000.00	0%
Sidewalk repairs	0.00	0.00	15,000.00	0%
Total Capital Outlay	0.00	0.00	22,000.00	0%
Total General Government	14,302.13	95,866.59	319,120.00	30%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	0.00	0.00	3,500.00	0%
Janitorial /Cleaning Supplies	0.00	2.74	250.00	1%
Food/Provisions - events	0.00	817.71	3,500.00	23%
Pool Supplies	0.00	0.00	2,100.00	0%
Total Parks/Rec. Supplies & Materials	0.00	820.45	9,350.00	9%
Parks/Rec Services				
Pool management fee	0.00	14,552.00	57,550.00	25%
Pool Operations	0.00	289.16	7,100.00	4%
Comm. center maintenance	390.63	2,772.45	9,150.00	30%
Seasonal Decorations	0.00	23.12	16,500.00	0%
Events Services	0.00	3,406.00	4,000.00	85%

Water/Sewer	0.00	2,556.46	6,000.00	43%
Natural Gas	28.14	139.16	700.00	20%
		23,738.3		
Total Parks/Rec Services	418.77	5	101,000.00	24%
Maintenance of Common Areas				
Landscaping	12,967.9	66,439.8		
	6	0	155,615.00	43%
Park maintenance	1,050.00	5,976.20	63,750.00	9%
Pond maintenance	0.00	5,526.00	19,600.00	28%
Electric Maintenance	0.00	1,560.00	17,500.00	9%
Repairs of Common Areas	10.54	5,350.54	7,240.00	74%
Total Maintenance of Common Areas	14,028.5	84,852.5		
	0	4	263,705.00	32%
Parks/Rec Capital Outlay				
Reserve for Tennis Court	0.00	0.00	10,000.00	0%
Reserve for Playground	0.00	0.00	5,000.00	0%
Benches, Tables etc.	0.00	0.00	2,000.00	0%
Total Parks/Rec Capital Outlay	0.00	0.00	17,000.00	0%
	14,447.2	109,411.		
Total Parks & Recreation	7	34	391,055.00	28%
Public Services/Safety				
Capital Outlay-ADA parking space	0.00	0.00	10,000.00	0%
		44,788.3		
Electric bills	8,302.35	1	116,800.00	38%
Street Signs	403.46	1,999.24	7,500.00	27%
	16,657.3	66,629.3		
Waste Collection	3	2	199,740.00	33%
		99,089.6		
Law enforcement	0.00	4	198,200.00	50%
	25,363.1	212,506.		
Total Public Services/Safety	4	51	532,240.00	40%
Total	54,112.5	417,784.	1,242,415.	
Expense	4	44	00	34%
	291,246.	179,821.		
Net Excess of Rev. over Exp. General Fund	68	42	0.00	100%
Powell Bill				
PB				
Income				
Interest - Powell Funds	0.00	837.62	800.00	105%
		47,626.2		
Powell Bill Revenue	0.00	1	96,050.00	50%
		48,463.8		
Total PB Income	0.00	3	96,850.00	50%
PB Expense				
Street Exp. - Powell Bill	0.00	647.00	96,850.00	1%
Total PBExpense	0.00	647.00	96,850.00	1%
Net Powell		47,816.8		
Bill	0.00	3	0.00	100%
	291,246.	227,638.		
Net Excess of Rev. over Exp.	68	25	0.00	100%

PARKS AND RECREATION: James Record shared that P&R has had 26 trees removed and eleven tree/light conflicts addressed in the Village. Over the next month, P&R will be planting 13 trees in various locations throughout the Village.

STORMWATER: Cheri Clark and Mayor David Cleveland walked Lake Charles this week. Ten years ago, the residential side of Lake Charles was restored and rip rapped to prevent further erosion along the bank. At that time, the decision was made to not restore the bank along the park side of the lake. Currently there are significant erosion issues along the park side of the lake between 7716 Conifer Circle and the Lake Charles Fishing Pier and the Faith Church Road end of Lake Charles between Fennel Street and Conifer Circle. Eagle Engineering has provide a quote to survey and map the area, create a set of construction documents for the proposed shoreline stabilization, create a formal bid package and provide construction phase services - \$10,950. Pam Jack made a motion to approve \$10,950 out of Stormwater to fund the engineering documents needed to bid the restoration of the Lake Charles shoreline. James Record seconded the motion. Vote – Unanimous.

PLANNING AND ZONING: The Planning Board would like to request Council to review two proposed text amendment changes to the Unified Development Ordinance (UDO). The proposed changes involve new additions to Article 9 Development Standards, to address Fences and Walls in Industrial Districts and Residential Solar Energy Panels.

The proposed solar panel energy installation relates to location, height, screening and other aspects of installation for roof and ground mounted panels.

The proposed text amendment changes for Industrial Fencing would be identified as 9.3.3 Exception and Modifications for Fences and Walls. The proposed changes would enhance the protection of the public and provide greater security for valuable pieces of property in the Industrial zone parcels.

Jeremy Russell made the motion to call for a public hearing on the proposed text amendments to Fences and Walls in Industrial Districts and Residential Solar Energy Panels prior to the January 14th Council meeting. Bruce Barton seconded the motion. Vote – Unanimous.

PUBLIC SERVICES (Street, Waste Collection & Lighting): Mayor David Cleveland shared that he and Bruce Barton are meeting with Red Clay Paving on Monday, December 16th at 11:00 am.

James Record will be handling waste collection.

Mayor David Cleveland shared that we are still working on permanent outdoor lighting for the pool. Joe Scaldara will be handling lighting for the Village.

COMMUNICATION INFORMATION: Pam Jack shared that topics for the January newsletter include: Council responsibilities, UDO text amendments, Holiday events and calendar updates.

2020 CALENDARS: James Record made the motion to approve the 2020 meeting and holiday calendars. Joe Scaldara seconded the motion. Vote – Unanimous.

COUNCIL COMMENTS: Bruce Barton shared that he appreciates everyone's support.

Jeremy Russell shared that he is honored and humbled to serve this community and he looks forward to working with Council and staff.

Joe Scaldara shared that he is happy to be here and looking forward to working with Council and staff.

James Record welcomed the new Council members and he is looking forward to working with them. Merry Christmas and Happy Holidays to everyone.

Pam Jack congratulated the new Council members and shared that she is looking forward to working with them. We have to stay focused on what is best for Lake Park and work within our budget constraints. Merry Christmas and Happy Holidays.

Mayor David Cleveland thanked Troup 151 for presenting the colors and leading the Pledge of Allegiance. He thanked all those that attended the Council meeting and congratulated the new Councilmen and Mayor Pro Tem. Merry Christmas and Happy New Year.

ADJOURN: James Record made the motion to adjourn. Joe Scaldara seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

